



Time Management: Weekly Task Sheet

Daily Task Sheet for the Week of: _____

Sunday

Course	Assignment/Quiz/Test/Project	Due Date	Time Estimated

Monday

Tuesday

Wednesday

Midweek Check:

As you approach the middle of the week, evaluate what tasks you have remaining above versus those you planned to complete during the second half of the week. Which tasks are more urgent/higher priority?

Priority #1: _____

Priority #2: _____

Priority #3: _____

Thursday

Course	Assignment/Quiz/Test/Project	Due Date	Time Estimated

Friday

Course	Assignment/Quiz/Test/Project	Due Date	Time Estimated

Saturday

Course	Assignment/Quiz/Test/Project	Due Date	Time Estimated

List any task that need to be placed on next week's worksheet.

Task #1: _____

Task #2: _____

Task #3: _____

